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ABSTRACT

The document outlines aspects of the new National Center on Educational Media and Materials for the Handicapped (NCEMMH), whose establishment was approved by Public Law 91-61 in August, 1969. It will provide a setting where special education educators and educational technologists can create, design, and develop new instructional tools and techniques. Covered are details related to legislative history, eligibility, planning contracts, developmental sequence, purpose and scope, location, relationship to Special Education IMC/RMC network, advisory boards, and submission of project proposals. (KW)

EC030620

ED044857

NATIONAL CENTER ON EDUCATIONAL MEDIA AND MATERIALS FOR THE HANDICAPPED

POLICIES AND PROCEDURES

EC030620

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
Bureau of Education for the Handicapped
August 1970

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EC030620

ED044857

NATIONAL CENTER ON EDUCATIONAL MEDIA

AND

MATERIALS FOR THE HANDICAPPED

POLICIES AND PROCEDURES

BUREAU OF EDUCATION FOR THE HANDICAPPED

U.S. OFFICE OF EDUCATION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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August 1970

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Public Law 91-61
91st Congress, S. 1611
August 20, 1969

An Act

To amend Public Law 85-905 to provide for a National Center on Educational Media and Materials for the Handicapped, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of September 2, 1958 (Public Law 85-905) is amended—

National Center on Educational Media and Materials for the Handicapped. Establishment. 79 Stat. 983. 42 USC 2491-2495.

(1) in section 3, by adding at the end thereof the following new subsection:

"(c) (1) The Secretary is authorized to enter into an agreement with an institution of higher education for the establishment and operation (including construction) of a National Center on Educational Media and Materials for the Handicapped, which will provide a comprehensive program of activities to facilitate the use of new educational technology in education programs for handicapped persons, including designing and developing, and adapting instructional materials, and such other activities consistent with the purposes of this Act as the Secretary may prescribe in the agreement. Such agreement shall—

"(A) provide that Federal funds paid to the Center will be used solely for such purposes as are set forth in the agreement;

"(B) authorize the Center, subject to the Secretary's prior approval, to contract with public and private agencies and organizations for demonstration projects;

"(C) provide for an annual report on the activities of the Center which will be transmitted to the Congress;

Report to Congress.

"(D) provide that any laborer or mechanic employed by any contractor or subcontractor in performance of work on any construction aided by Federal funds under this subsection will be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 276a--276a-5); and the Secretary of Labor shall have, with respect to the labor standards specified in this clause, the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (15 F.R. 3176; 5 U.S.C. 133z-15) and section 2 of the Act of June 13, 1934 (40 U.S.C. 276c).

49 Stat. 1011; 78 Stat. 238. 64 Stat. 1267. 63 Stat. 108.

"(2) In considering proposals from institutions of higher education to enter into an agreement under this subsection, the Secretary shall give preference to institutions—

83 STAT. 102
83 STAT. 103

"(A) which have demonstrated the capabilities necessary for the development and evaluation of educational media for the handicapped; and

"(B) which can serve the educational technology needs of the Model High School for the Deaf (established under Public Law 89-694).

80 Stat. 1027. D.C. Code 31-1051 note.

"(3) If within twenty years after the completion of any construction (except minor remodeling or alteration) for which such funds have been paid—

Termination of agreement.

"(A) the facility ceases to be used for the purposes for which it was constructed or the agreement is terminated, unless the Secretary determines that there is good cause for releasing the institution from its obligation, or

"(B) the institution ceases to be the owner of the facility,

the United States shall be entitled to recover from the applicant or other owner of the facility an amount which bears to the then value of the facility the same ratio as the amount of such Federal funds bore to the cost of the facility financed with the aid of such funds. Such value shall be determined by agreement of the parties or by

83 STAT. 103

action brought in the United States district court for the district in which the facility is situated.";

79 Stat. 983; 81 Stat. 805. 42 USC 2492. "Construction."

(2) in section 2, by adding at the end thereof the following:

"(5) The term 'construction' means the construction and initial equipment of new buildings, including architect's fees, but excluding the acquisition of land."; and

Appropriation. 42 USC 2494.

(3) in section 4, by striking out "and" after "1969," and by striking out "1970" and all that follows and inserting in lieu thereof the following: "1970, $12,500,000 for the fiscal year ending June 30, 1971, $15,000,000 for the fiscal year ending June 30, 1972, and $20,000,000 for the fiscal year ending June 30, 1973, and for each succeeding fiscal year."

Approved August 20, 1969.

LEGISLATIVE HISTORY:

HOUSE REPORT No. 91-395 (Comm. on Education & Labor).
SENATE REPORT No. 91-195 (Comm. on Labor & Public Welfare).
CONGRESSIONAL RECORD, Vol. 115 (1969):
May 23: Considered and passed Senate.
Aug. 4: Considered and passed House, amended.
Aug. 7: Senate concurred in House amendment.

GPO 37-139

Introduction

The Commission on Instructional Technology defines instructional technology in two ways. One, it means "the media born of the communications revolution which can be used for instructional purposes alongside the teacher, textbook, and blackboard." The second definition is that "instructional technology goes beyond any particular medium or device." In this sense, instructional technology is more than the sum of its parts. It is a systematic way of designing, carrying out, and evaluating the total process of learning and teaching in terms of specific objectives, based on research in human learning and communication, and employing a combination of human and non-human resources to bring about more effective instruction.

The Bureau of Education for the Handicapped anticipates that the National Center on Educational Media and Materials for the Handicapped will move education of the handicapped towards a fuller application of this second definition. Educators of the handicapped have a unique opportunity to lead the way in this most important aspect of the future of all education, as we strive to make this new Center exemplary in every dimension.

Edwin W. Martin
Associate Commissioner
Bureau of Education for the Handicapped

I. Legislative History

The Captioned Films for the Deaf program was established by P.L. 85-905 and amended by the 87th, 90th and 91st Congresses. For over a decade, it has demonstrated the effectiveness of media and instructional materials in the education of deaf children. This program has provided educational media and equipment to almost every classroom of deaf children in the United States. The success of this program was the impetus for Congressional expansion of this legislation to include all handicapped children (P.L. 90-247).

The creation of the Bureau of Education for the Handicapped in 1967 led to the establishment and later the consolidation within the new Bureau, of a national network of fourteen Instructional Materials Centers supported under P.L. 88-164 by the Division of Research, and four Regional Media Centers for the Deaf funded by the Media Services and Captioned Films program. This network is now known as the Special Education Instructional Materials Centers/Regional Media Centers network. These Centers design, develop, and distribute instructional materials for use by teachers of handicapped children, thereby providing a regional service to enhance the educational growth of these children. In addition, they have stimulated over 240 State and locally operated smaller associate instructional materials centers.

In 1958, Public Law 85-905 established a free loan system of Captioned Films for the Deaf. The program provides 16mm full length feature motion pictures to groups of deaf citizens or

organizations serving the deaf. These subtitled or captioned films provide cultural enrichment that otherwise would not be available to deaf people. Public Law 87-715 amended this Act to provide for research, training, and development of educational materials for deaf children. Public Law 89-258 expanded the program by authorizing the lending of instructional equipment to classes and schools and the training of parents of deaf children, employers, and others who work with deaf people, in the use of media and materials. Public Law 90-247 extended the benefits of the educational portion of this Act to all handicapped children.

Public Law 91-61, approved on August 20, 1969, provides for the establishment of a National Center on Educational Media and Materials for the Handicapped (hereafter referred to as NCEMMH). The NCEMMH will provide a setting where educators of the handicapped and educational technologists can create, design, develop and validate new instructional tools and techniques.

It is anticipated that the NCEMMH will be an integral part of the educational technology activities of the Bureau of Education for the Handicapped. It will be monitored by the Media Services and Captioned Films Branch. The law provides for the construction of an identifiable building to be known as the National Center on Media and Materials for the Handicapped. It is estimated that the construction costs will range from $2.5 to $3 million. The exact amount will be determined by the construction schedule, and the type

of the NCEMMH's activities. An annual operational budget will be funded with due regard to the scope and nature of the work to be accomplished by the NCEMMH.

II. Eligibility

The Secretary of the Department of Health, Education, and Welfare is authorized to enter into an agreement with an institution of higher education for the establishment and operation of a NCEMMH. The Secretary will give preference to any institution (1) which has demonstrated capabilities necessary for the development and evaluation of educational media for the handicapped, (2) which can serve the educational technology needs of the Model Secondary School for the Deaf established at Gallaudet College in Washington, D.C., pursuant to P.L. 89-64, and (3) which has an established program of teacher training for the handicapped.

The construction of a new facility is required by the Act. The Act does not permit payment for site acquisition costs.

III. Planning Contracts

The Bureau of Education for the Handicapped funded in 1969-70 two planning contracts for the NCEMMH. These contracts were awarded to The Catholic University of America and George Washington University. They are intended to provide basic thinking relating to the overall design and function of the NCEMMH. The final planning reports will be made available during the summer of 1970, and should be utilized by all institutions interested in submitting proposals.

IV. Developmental Sequence

Proposals should include the developmental sequence and strategies that will be used in carrying out the ultimate goals of the NCEMMH. It can be anticipated that the NCEMMH's activities will be developed in stages. The proposal, therefore, should reflect what will be performed in each stage. Specific goals should be identified. Major functions and activities should be sequenced, scheduled and related to the goals identified.

Operational funding will be on an annual basis, but support for the NCEMMH can be anticipated over a long period. The proposal should clearly define the anticipated developmental stages over a five-year period within the funding parameters staged in Section X-D 4 (Operational Budget). The construction and initial equipment expenditures will be funded separately from the operational budget.

V. Purpose and Scope

This is a National Center on Educational Media and Materials for the Handicapped: research and development functions must recognize this emphasis. This national center represents a wedding of interests from two distinct fields: special education and educational technology. The national center should be able to assess, stimulate, and conduct research which no other agency can accomplish.

While the charge to the NCEMMH is extremely broad, it is essential, to avoid duplication, that its program be closely coordinated with the existing Special Education Instructional Materials Centers/ Regional Media Centers network, ERIC/CEC, Research and

Demonstration Centers and other related on-going programs for the handicapped.

The proposal should clearly define the anticipated relations to these cooperating agencies (see Section VII) and should identify those functions that will be the prime concern of the NCEMMH. Subsequent to identifying said functions, the plan should describe a systematic assumption of appropriate tasks to avoid unnecessary duplication of activities and to fill existing gaps.

It is anticipated that key elements in the overall operation of the NCEMMH will include:

A. Design and Development:

A balanced program designed to develop instructional tools and techniques that are effective and efficient in the educational program for the handicapped child. This program should include:

1. Assistance in the identification of national priorities with respect to the instructional technology needs of the handicapped.
2. The development of prototype techniques and materials designed to meet the unique needs of this population.
3. The modification of existing resources for use in special education.
4. The production and development of media as required.
5. Analysis of research to identify information that can be put to immediate use.

B. Evaluation:

The identification of learning styles and characteristics of the handicapped student and the evaluation of specific tools and techniques. This portion should include:

1. Developing and refining techniques (models) for the validation, evaluation and description of instructional materials and media for the handicapped.
2. Identification, documentation, and dissemination of cost-benefit methodology for educational media and materials.
3. Coordination of field testing of NCEMMH developed as well as other materials when required.
4. Training of personnel in description, indexing, validation, and evaluation procedures.

C. Communications and Dissemination:

Serve as a major element within the communication system designed to disseminate information and materials in the general field of technology as related to the education of the handicapped. Activities in this area would include:

1. Cooperative development of an operational system of media and materials identification, including uniform descriptions, indexing systems and procedures.

2. Description of the materials, techniques and reports generated by the NCEMMH or related directly to its activities.
3. Establishment of a comprehensive collection of original materials designed for the education of the handicapped.
4. Establishment of a distribution and duplication component as required.
5. Establishment of consultant services to cover such areas as building design and media and project development.

D. Production Capabilities:

When fully operational, the Center should be capable of producing a wide range of materials. Included could be:

1. Television and film production units, including studios and recording facilities.
2. Graphic production areas, including minor reproduction ability.
3. Computer programming units.

E. Plant Design:

A major responsibility during the first year of operation will be design of a physical plant to meet immediate and long range needs. The proposal must include a map of the site identifying the specific proposed location of the NCEMMH. Once the proposal has been

approved, the proposed location of the NCEMMH may not be changed without the approval of the Secretary.

F. Training:

An active training program in an effort to improve dissemination and implementation of new techniques and materials. The NCEMMH should not attempt to provide direct services to teachers, except as required within the context of model programs, such as the Model Secondary School for the Deaf (MSSD) or through specialized institutes for selected master teachers. These programs must, however, be closely coordinated with other on-going programs, and should provide for, and be responsive to the needs, requests, and recommendations of State special education units and universities with special education training programs.

The NCEMMH should provide leadership in the development of media-oriented teacher training by working closely with teacher training institutions. It should assist in the development of training packages that reflect new techniques and technology in educating handicapped children. In working with universities, the NCEMMH should attempt to be a valuable change agent in the area of preservice education.

The NCEMMH should provide specialized training with respect to materials, media, and technology development and utilization to Special Education Instructional Materials Centers, Regional Media Centers for the Deaf, associate centers, and State special education personnel.

VI. The Model Secondary School for the Deaf

Public Law 91-61 requires that in the selection of an institution of higher education for the NCEMMH, the Secretary give preference to an institution which can serve effectively the educational technology needs of the Model Secondary School for the Deaf. The Model Secondary School is located on the Gallaudet College campus in Washington, D.C., and is designed to be a comprehensive secondary school for the deaf. The School will utilize a wide array of innovative educational materials and methods, including individualized prescribed instruction, computer assisted instruction, and learning activity packages. This instructional program will require a continuous supply of materials encompassing various modes. In addition to helping to meet this need, it is expected that the NCEMMH will cooperatively use the Model Secondary School as a field test site for innovative materials and techniques and will evaluate the effectiveness of the materials provided.

While it is not necessary that the NCEMMH be located in close proximity of the Model Secondary School for the Deaf, the history of legislation indicates that the Washington, D.C. area is the preferred location. Applicants from other sections of the United States must indicate how distance and related cost obstacles will be compensated for in providing services to the Model Secondary School for the Deaf and other activities of the Media Services and Captioned Films program, and related Bureau of Education for the Handicapped programs.

VII. Special Education Instructional Materials Centers/Regional Media Centers

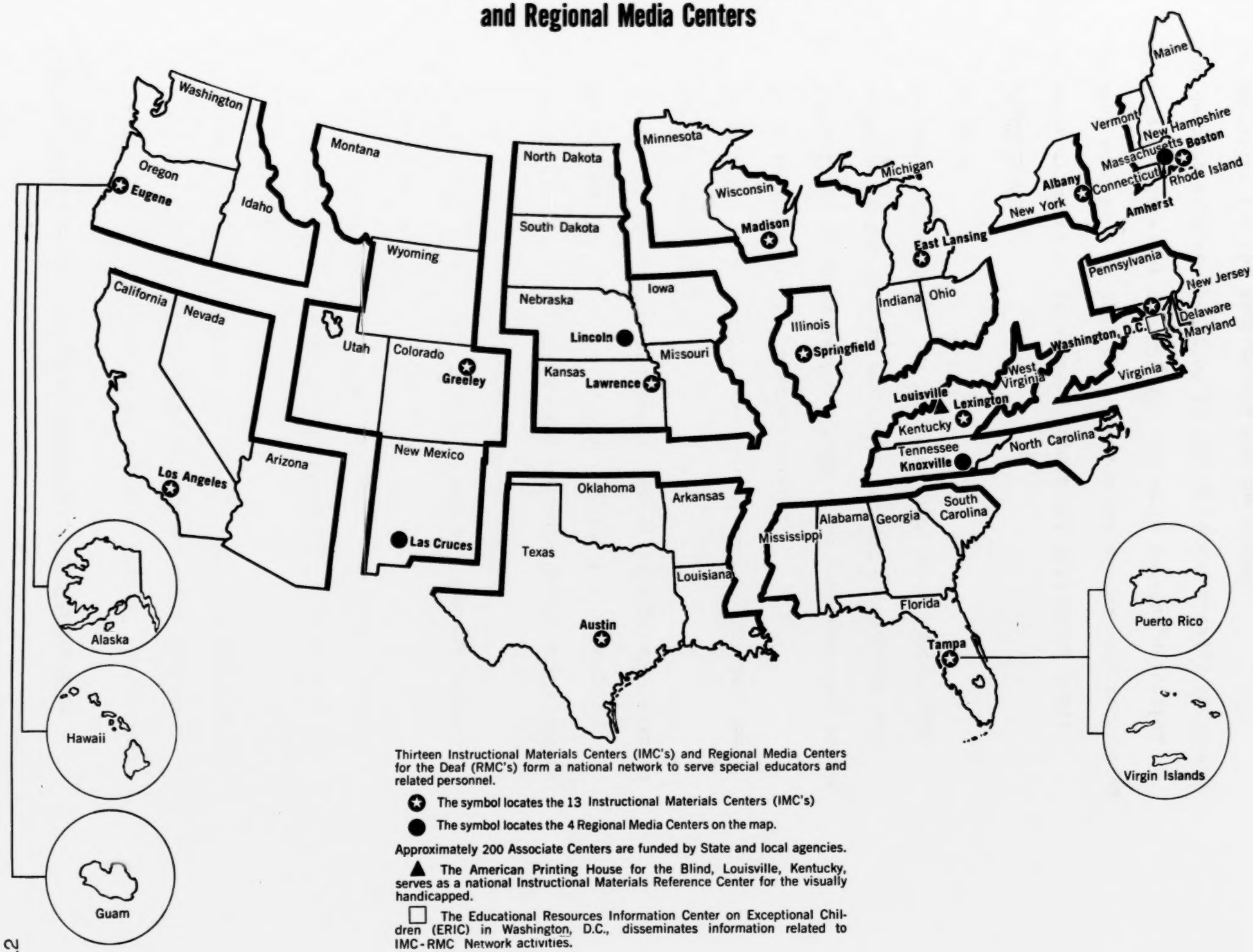
The NCEMMH will participate as an integral part of the Special Education Instructional Materials Centers/Regional Media Centers network. See map showing locations on page 12. In this capacity the IMC/RMC's will actively:

1. Participate in planning, coordinating and implementing the services and developing the goals of the national network operation.
2. Participate in identifying the unique and special capabilities of the expanding network components.
3. Participate in identifying gaps and unnecessary duplications in network functions and in planning for the orderly and systematic assignment and assumption of appropriate tasks to various components.
4. Participate in identifying additional components that need to be included in the national network.
5. Participate in establishing a viable and comprehensive communication system that is responsive to, and coordinated with all existing agencies and programs that serve handicapped children.

VIII. Advisory Board

An Advisory Board of interested laymen and nationally distinguished educators in special education and educational technology will be appointed by the NCEMMH. Criteria for the selection of the members will be specified in the agreement between the Bureau of Education for the Handicapped and the NCEMMH.

Network of Instructional Materials Centers and Regional Media Centers



Thirteen Instructional Materials Centers (IMC's) and Regional Media Centers for the Deaf (RMC's) form a national network to serve special educators and related personnel.

★ The symbol locates the 13 Instructional Materials Centers (IMC's)

● The symbol locates the 4 Regional Media Centers on the map.

Approximately 200 Associate Centers are funded by State and local agencies.

▲ The American Printing House for the Blind, Louisville, Kentucky, serves as a national Instructional Materials Reference Center for the visually handicapped.

□ The Educational Resources Information Center on Exceptional Children (ERIC) in Washington, D.C., disseminates information related to IMC-RMC Network activities.

IX. Definitions

As used in this document--

A. Secretary means the Secretary of the Department of Health, Education, and Welfare

B. Handicapped means mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled, multiply handicapped, or other health impaired persons.

Persons who are environmentally disadvantaged or whose handicaps are minor or of short duration are not included within this definition.

C. Media Materials are print, programmed instruction, computer programs, study prints, models, graphics, display boards, sound or silent motion pictures, videotapes, kinescopes, filmstrips, slides, transparencies, audio-tapes and all other electronic or mechanical aids to education of handicapped children.

X. Application

A. Submission of Proposals:

Applicants wishing to submit project proposals should contact the Bureau of Education for the Handicapped, U.S. Office of Education, Washington, D.C. 20202. This initial contact with the Bureau should be in the form of a brief description of the proposed project.

B. Deadline:

Final proposals for the NCEMMH must be received at Room 2022, Regional Office Building not later than 5:30 P.M., October 1, 1970. (See address on page 20)

C. Agreement:

The agreement that will be entered into between the institution of higher education and the Secretary will:

(a) provide that Federal funds paid to the NCEMMH will be used solely for such purposes as are set forth in the agreement; the approved proposal and all subsequent amendments will, upon approval by the Secretary, become part of the agreement;

(b) authorize the NCEMMH, subject to the Secretary's prior approval, to contract with public and private agencies and organizations for demonstration projects;

(c) provide for an annual report on the activities of the NCEMMH;

(d) provide that any laborer or mechanic employed by any contractor or subcontractor in performance of work on any construction aided by Federal funds under the agreement will be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 276a-276a-5); and the Secretary of Labor shall have, with

respect to the labor standards specified in this clause, the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (15F.R. 3176; 5 U.S.C. 133z-15) and section 2 of the Act of June 13, 1934 (40 U.S.C. 276c).

D. Application Procedures:

A uniform proposal format has been designed to accommodate most proposals. All proposals must include explanatory sections on the body of the proposal, personnel and facilities, and operational budget items.

1. The Application

A cover sheet indicating the name of the institution making the proposal, and the title of the appropriate responsible official should be included. Two copies must be signed by the initiator or project director and by the appropriate official authorized to act for the institution. The abstract, included as a part of the application, must be written in language which can be understood by an informed layman. The abstract should include 1) a statement of the purposes of the NCEMMH, 2) the expected contribution to handicapped persons and its application to special and

regular education, and 3) a statement of procedures to be employed in achieving the goals of the NCEMMH.

2. The Body

The body of the proposal sets forth the project director's plan and its probable effectiveness. It should be clear, concise, forthright, and complete.

(A) Objectives

The first part details the objectives of the NCEMMH. It includes a review of related literature or research, concise statement of objectives, or any other information necessary to establish a sound rationale for the establishment of the NCEMMH. These should provide information on short term objectives (2 years) and long term goals (5 years).

(B) Description of Activities (Procedures)

This part should explain what will be done, when, and how. It is the basis for determining the degree to which the proposed applicant can be expected to accomplish the objectives or satisfy the need set forth in the first part of the proposal body. It should delineate procedures, outline program arrangements and include expected schedules for planning operational and construction phases.

3. Personnel and Facilities

Personnel and temporary facilities are important factors in determining capability of the institution to fulfill the requirements for the NCEMMH. Personnel with major responsibilities should be listed by name, position, title, experience, responsibilities within the project, percentage of time committed to the activity, and the extent to which these commitments have been assured. Consultants who have agreed to serve should be similarly identified (otherwise, the application should describe the type of consultative assistance required). Complete vitae should be appended for major personnel. Facilities should be described, and the extent to which their use has been assured should be indicated.

The administrative organization of the NCEMMH should be spelled out in detail. The relationship between the director of the NCEMMH and the chief administrator of the institution of higher education receiving the grant for the establishment of the Center, should be indicated in detail.

4. Operational Budget

The operational budget section of the proposal should start on a new page and use the tabular presentation summarized on page 3 of the application form. While a specific operational budget has not yet been

determined the following parameters are suggested:

	Range (not a confirmed figure)
Year 1	$ 350,000 - $ 500,000
Year 2	450,000 - 600,000
Year 5	750,000 - 1,000,000

The applicant should show reasonable estimates, with, whenever possible, expenditures being presented by specific function. A detailed two year budget is required with an estimated expansion budget for five years also being included. The overall budget should relate directly to the developmental sequence presented in the body of the proposal.

5. Construction Budget

   A construction budget is not required as part of this proposal but will be, as noted previously, an immediate responsibility of the NCEMMH upon its establishment.

6. Supplementary Information

   (A) Agreement with Cooperating Agencies

   A descriptive sample of the contemplated major provisions of agreements to be entered into with the Model Secondary School for the Deaf, Educational Research Information Center/Council for Exceptional Children or other cooperating agencies, should be appended.

E. Details About Submitting Proposals

Proposals should be on one side of standard (8 1/2" x 11") paper stapled at the left margin. Application forms attached to two copies should be signed by the initiator or project director and by the official authorized to act for the applicant institution or agency. Send twenty (20) copies of proposals.

F. Negotiation Procedures

Negotiation is the process by which a legal and mutually satisfactory agreement is arranged between the applicant institution and the Secretary. This process transcends mere final examination of estimated costs. The contract specialist works with the applicant institution to clarify and set forth their mutual agreement about the work and services to be carried out, and the support to be provided. The resulting instrument, which incorporates the proposal, states the conditions under which the award is made by the Secretary.

G. Data-Collection Instruments

Prior Approval - Clearance is required for all tests, questionnaires, inventories, interview schedules or guides, rating scales, and survey plans used to collect information on identical items from ten or more individuals or organizations.

H. Reports

Reports to be received by project officers include: (1) quarterly progress reports which are intended to facilitate monitoring of the NCEMMH; (2) two types of substantive reports: interim

reports and annual reports; and (3) appropriate fiscal reports. Interim reports must include any written materials (textual, graphic, or tabular) prepared during the project period and generally before submission of the annual report. Regardless of the number of variety of progress and interim reports submitted, the institution must also submit fifteen (15) copies of a comprehensive annual report. The annual report should be submitted by the institution rather than by the principal investigator. This submission should be accompanied by a transmittal letter indicating approval of the report or materials by the appropriate official authorized to act for the institution.

XI. Other Information

A. Address:

Applications should be sent or delivered to:

Bureau of Education for the Handicapped
Division of Educational Services
Media Services and Captioned Films Branch
U.S. Office of Education, Regional Office Building
7th & D Streets, S.W., Room 2022
Washington, D.C., 20202

B. Additional Information:

Additional information about the NCEMMH may be obtained by writing to the above address or by telephoning Division of Educational Services, Media Services and Captioned Films Branch at: (202) 962-5022.

Materials available:

1. Special Education Instructional Materials Centers/ Regional Media Centers position paper
2. Reports from the planning contracts--The Catholic University of America and George Washington University

C. Review Procedures

Applications for the National Center on Educational Media and Materials for the Handicapped will be reviewed by a special ad hoc advisory committee carefully selected for that purpose. Site visits will be made to those institutions whose applications meet the necessary criteria and show the most promise.

D. Approval Dates

Decisions regarding the award of the agreement will be made as soon as possible after receipt of applications. The dates for approval and funding will depend considerably on the number of on-site visits which are made and the number of applications received.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

APPLICATION FOR RESEARCH SUPPORT

O.M.B. NO. 51-R0853
APPROVAL EXPIRES: 6/30/71

OE USE ONLY
00
03

SECTION I - DESCRIPTIVE DATA

TYPE OF PROPOSAL

NEW *(Place an "X" here)* 04
REVISION OF BUREAU NO. 05
SUPPL TO CONTRACT NO. 06
CONT OF CONTRACT NO. 07

TITLE OF PROPOSAL 08
(200 characters and spaces maximum) 09 10 11

(Mo., Day, Yr.) *(Mo., Day, Yr.)*
PROPOSED STARTING DATE 15 PROPOSED ENDING DATE 16

PROJECT DIRECTOR

NAME *(Last, first, MI)* 19
TITLE OF POSITION 20
HIGHEST DEGREE 21 BIRTH DATE 22
TITLE OF ADDRESS 23 SOCIAL SECURITY NO. 24

APPLICANT INSTITUTION

NAME 27
MAJOR SUBDIVISION 28
MINOR SUBDIVISION 29
ADDRESS 30
CITY 31 STATE 32
TELEPHONE *(Include Area Code)* 33 ZIP CODE 34
COUNTY 35 CONGRESSIONAL DISTRICT 36

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25

WHERE RESEARCH TO BE CONDUCTED *(If different from above)*

INSTITUTION 40
ADDRESS 41
CITY 42 STATE 43
TELEPHONE *(Include Area Code)* 44 ZIP CODE 45
COUNTY 46 CONGRESSIONAL DISTRICT 47

OE USE ONLY
39

SIGNATURE OF PROJECT DIRECTOR DATE

OFFICIAL SIGNING FOR INSTITUTION

NAME *(Last, First, MI)* 12
TITLE 13

SIGNATURE DATE

OTHER KEY PERSONS

	NAME *(Last, First, Middle Initial)*	BIRTH DATE	SOCIAL SECURITY NUMBER
48			
48			
48			
48			

TYPE OF ORGANIZATION *(Check appropriate one)*

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49

	PRIVATE INSTITUTION		PUBLIC INSTITUTION			
☐ INDIVIDUAL	☐ PROFIT	☐ NON-PROFIT	☐ FEDERAL	☐ LOCAL	☐ STATE	☐ OTHER

NAME OF US OE OFFICIAL PREVIOUSLY CONTACTED ABOUT THIS APPLICATION, IF ANY

PROJECT DIRECTOR'S TIME COMMITMENT IF PROJECT IS FUNDED	PERCENT OF TIME	ENDING DATE	FUNDING AGENCY
TEACHING DUTIES *(If none, leave blank)*			
ADMINISTRATIVE DUTIES			
RESEARCH IN PROGRESS. TITLE OF PROJECT 1.			
2.			
3.			
4.			
CONSULTANT SERVICES			
TIME PLANNED THIS PROJECT			
CTHER			
TOTAL			

IF YOUR PROPOSAL IS A TRAINING PROJECT, COMPLETE THE FOLLOWING

A. TYPE OF PROPOSAL

☐ UNDERGRADUATE ☐ GRADUATE

☐ POST DOCTORAL ☐ INSTITUTE

☐ SPECIAL TRAINING PROJECT

☐ PROGRAM DEVELOPMENT

B. INSTITUTIONAL ALLOWANCE

1. BASED ON RATE PER TRAINEE

NUMBER OF TRAINEES	RATE	AMOUNT

2. TOTAL INSTITUTIONAL ALLOWANCE

C. TRAINEE SUPPORT

1. STIPENDS

NUMBER OF TRAINEES	STIPEND RATE	AMOUNT
SUBTOTAL		

2. DEPENDENCY ALLOWANCE

NUMBER OF DEPENDENTS	RATE	AMOUNT
SUBTOTAL		

3. TRAVEL RELOCATION COSTS

4. **TOTAL TRAINEE COSTS**

SECTION II– PROJECT COST ESTIMATES

	TOTAL PROJECT COSTS *(Federal)*	
	PERSONNEL SALARIES	51 $
	EMPLOYEE BENEFITS	52
	TRAVEL	53
	SUPPLIES AND MATERIALS	54
	COMMUNICATIONS	55
SERVICES	DUPLICATING AND REPRODUCTION	56
SERVICES	STATISTICAL	57
SERVICES	TESTING	58
SERVICES	OTHER	59
	FINAL REPORT	60
	EQUIPMENT	61
	TRAINEE COST *(C4 above)*	62
	INSTITUTIONAL ALLOWANCE *(B2 above)*	63
	OTHER DIRECT	64
	SUBTOTAL DIRECT COST	65
	INDIRECT COSTS	66
	TOTAL PROJECT COSTS	67 $

CHECK THOSE BOXES WHICH BEST DESCRIBE YOUR PROPOSAL

OE USE ONLY

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☐ ELEMENTARY EDUCATION ☐ SECONDARY EDUCATION ☐ HIGHER EDUCATION

☐ ADULT OR CONTINUING EDUCATION ☐ HANDICAPPED CHILDREN AND YOUTH ☐ VOCATIONAL EDUCATION

☐ EDUCATIONAL RESEARCH AND DEVELOPMENT CENTER ☐ REGIONAL EDUCATION LABORATORY

☐ LIBRARY OR INFORMATION SCIENCE RESEARCH ☐ TRAINING PROGRAM RESEARCH PERSONNEL

☐ EDUCATION AND RESEARCH INFORMATION GATHERING AND DISSEMINATING

☐ OTHER *(Specify)*

SECTION III – ABSTRACT OF PROPOSED RESEARCH ACTIVITY

TITLE OF PROPOSAL

PROJECT DIRECTOR'S NAME

INSTITUTION NAME

ABSTRACT *(This is for inter-governmental distribution. Omit confidential information. 2000 characters and spaces maximum)*

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